

## DOWNTOWN DESIGN REVIEW



**PROJECT LOCATION:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

### APPLICANT INFORMATION

☐ PROJECT REPRESENTATIVE    ☐ BUSINESS OWNER    ☐ PROPERTY OWNER

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

### PROPOSED PROJECT

- ☐ EXTERIOR PAINT
- ☐ ROOF
- ☐ WINDOWS (REPLACEMENT WINDOWS AND/OR NEW WINDOW OPENING)
- ☐ EXTERIOR DOORS (REPLACEMENT AND/OR NEW DOOR OPENING)
- ☐ SIGN(S)
- ☐ AWNING(S)
- ☐ EXTERIOR REPAIR/ALTERATION
- ☐ BUILDING ADDITION/EXPANSION
- ☐ NEW BUILDING

### DESCRIPTION OF PROPOSED PROJECT

---

---

---

**Submit application package to the Community Development Office**

(4<sup>th</sup> floor, City-County Government Center)

The submittal of a project application package via email is acceptable.

Please contact the Community Development office at (920) 322-3440 prior to submittal.

Electronic application submittals should be directed: [jdahlin@fdl.wi.gov](mailto:jdahlin@fdl.wi.gov)

## Downtown Design Review Project Submittal Requirements

The Downtown Architectural Review Board meets monthly on the first Tuesday at 12:00 p.m. Meeting Room D (first floor) of the City-County Government Center, 160 South Macy Street.

Refer to the *Downtown Architectural Review Board Timetable* for project submittal and meeting dates.

**IMPORTANT:** The project applicant or a representative must attend the DARB meeting.

### MINOR ALTERATIONS/REPAIR OF EXISTING BUILDINGS

Painting, roofing, siding, windows, doors, signs, awnings, façade renovations, etc.

- ☐ Project application.
- ☐ Provide color photographs of the *existing* building/site, including adjoining and nearby properties.
- ☐ Provide color elevation sketches or drawings, paint charts, materials specifications and/or samples to clearly show the *proposed appearance* of the building/site.
- ☐ For new signs provide color photographs of all *existing* signage of the property, and include dimensions of each existing sign.
- ☐ For new sign(s) provide color renderings and/or color photographs of all proposed sign(s). Indicate sign type, location, materials, lighting, and the linear dimension of affected building façade.

### NEW CONSTRUCTION & MAJOR ALTERATIONS/ADDITIONS

Structural changes, additions, removal of bulk, new construction.

- ☐ Project application.
- ☐ Color photographs of the *existing* building/site, including adjoining and nearby properties.
- ☐ Detailed site plan: Show existing building(s), proposed building addition(s), and/or new building(s).
- ☐ Front and side building elevations drawn to scale.
- ☐ Samples and/or photographs of siding, brick type, roof materials, paint chips, door/window style, ornamentation, and other exterior materials.
- ☐ Exterior lighting details.



CITY OF FOND DU LAC

## DOWNTOWN DESIGN REVIEW DISTRICT

The **Downtown Design Overlay District** encompasses Downtown Fond du Lac in the general area between Rees Street and Fifth Street. The design regulations of the district are part of the City's zoning code. Design considerations include color and material, building appearance, sign design, lighting, architectural elements, and the physical and architectural relationship of existing and proposed buildings.

Changes to downtown buildings and properties – including signage, painting, awnings, roofing, restoration, repairs, additions - require review and approval of the **Downtown Architectural Review Board**. The interior remodeling of a building or changes to a building façade that is not visible from a public street or alley does not trigger architectural design standards. Where a property is a City-designated historic site or structure, the Historic Preservation Commission must approve exterior alterations, additions and/or signage; separate review by the Downtown Architectural Review Board is not required.

## DOWNTOWN ARCHITECTURAL REVIEW BOARD

The **Downtown Architectural Review Board** is charged with the task of reviewing proposals to encourage projects that positively affect the downtown and the value of property. Members of the board include design and construction professionals, downtown business owners, and others with knowledge of architectural design principles.

In reviewing a proposed project, the board considers information provided by the applicant, zoning code regulations for the Downtown Design Overlay District, and the *Downtown Fond du Lac Partnership Design Guidelines*. The board also considers the impact of a project on neighboring properties and the general downtown area.

The Downtown Architectural Review Board may approve, conditionally approve or deny a project. The board cannot waive, modify or allow any deviation from the requirements of the Building Code, Zoning Code or any ordinances or regulations. An appeal of a decision of the Downtown Architectural Review Board may be considered by the Board of Appeals.